

Memorandum

Neighborhood Services Division



Date: September 27, 2010
To: Mayor and Council
From: Shauna Warner, Neighborhood Services Manager (480-350-8883)
Through: Shelley Hearn, Community Relations Administrator (480-350-8906)
Subject: Neighborhood Grant Program Funding FY 2010/2011

In July 1994 the Neighborhood Grant Program was created to ensure that a portion of the City's annual budget is expended to improve residential neighborhoods through capital projects that would not be covered within the traditional Capital Improvement Program (CIP) budget. The Grant Program encourages resident participation and involvement in the identification, coordination and completion of projects designed to improve neighborhoods.

At the May 21, 2010 Council Budget Workshop, the Mayor and Council allocated \$250,000 of new CIP funds to the grant program for fiscal year 2010/2011 with the understanding that staff would engage neighborhood and homeowner's associations in a discussion of how to allocate the funds over a period of time that best met the needs of Tempe neighborhoods. The monies will stay in the CIP until spent in addition to any remaining funds from the previous fiscal years due to forfeited or under budget grants. There are no additional funds scheduled to be available over the 5-year CIP.

Neighborhood staff surveyed neighborhood and homeowner's association contacts to gather their input on the allocation of the funds. The majority of responses chose to allocate the monies evenly over a 3-year period with a maximum grant amount of \$10,000.

The City received requests for funding from 18 applicants (8 neighborhood associations and 10 homeowners' associations) totaling \$159,399.22. A team of City staff (see Attachment A) reviewed all of the grant applications and voted on the recommended projects and allocations at a September 15, 2010 meeting.

Eleven applicants (6 neighborhood associations and 5 homeowners' associations) are recommended to receive full or partial funding in the amount of \$82,587.62. Matching funds from associations totaled \$43,547.96 for a combined total of \$126,136 in community investment. The attached spreadsheet (Attachment B) contains the complete list of Fiscal Year 2010/2011 grant requests and recommended funding. The grant application form is provided in Attachment C.

The FY 2010/2011 recommended grant funding is on the formal agenda for approval.

Attachment A

Neighborhood Grant Program Review Team

Steve Abrahamson, Community Development, Planning
Maja Aurora, Community Services, Cultural Services
Mike Branom, Community Relations, Mayoral Aide
Dan Brown, Police Department, Crime Prevention
Tanya Chavez, Community Relations, Neighborhood Services
Tim Cox, Community Services, Social Services
Mark Day, Finance and Technology, Budget
Molly Enright, Police Department
Julie Hietter, Public Works Administration
Eric Iwersen, Community Development, Transportation
Diana Kaminski, Community Development, Planning
Grace Kelly, City Manager's Office
Jayson Matthews, Tempe Community Council
Nancy Rodriguez, City Courts
Decima Sever, Community Development
Deems Shepard, Fire Department
Pete Smith, Public Works, Water Utilities
Wendy Springborn-Pitman, Public Works, Engineering
Elizabeth Thomas, Community Relations, Neighborhood Services
Shawn Wagner, Community Services, Recreation
Amber Wakeman, Community Relations, Assistant to the City Council
Shauna Warner, Community Relations, Neighborhood Services

Attachment B

SCORE SHEET 2010-2011

Neighborhood Grant Applications

+ indicates applied for more than one project

* indicates has not received grant funding in previous years

	Association Name and Map Location	Art Projects (2 total)	Match	City \$	YES	Amount Approved	NO
	Project Description						
1	Historic Date Palm Manor (N14A)	Entry art on walls		\$10,000.00	x	\$10,000	
2	Mitchell Park West NA (N7B)	Artistic traffic calming		\$8,500.00	x	\$8,500	
		Landscape Projects (10 total)					
3+	Alameda Park HOA (H13A)	Xeriscape	\$5,957.50	\$5,957.50	x	\$5,958	
4	Alta Mira NA (N41)	Perimeter landscape		\$10,000.00			x
5	Brentwood Cavalier NA (N18A)	Plant trees		\$9,999.60	x	\$6,000	
6*	Coventry Tempe HOA (H36F)	Entry and perimeter landscape	\$12,072.50	\$10,000.00	x	\$10,000	
7	Hudson Trace HOA (H25)	Interior landscape	\$21,730.00	\$10,000.00			x
8	Marlborough Park Villas HOA (H3A)	Perimeter landscape	\$8,098.83	\$7,500.00	x	\$4,500	
9*	Premier Condominiums (H14F)	Xeriscape and plant trees	\$9,996.72	\$9,996.72	x	\$9,997	
10*	Shalimar East HOA (H15B)	Perimeter xeriscape	\$5,670.21	\$5,670.21	x	\$5,670	
11	University Estates NA (N13)	Plant trees		\$9,812.00			x
12	University Park NA (N10)	George Ditch landscape/xeriscape		\$5,111.00	x	\$ 5,111	
		Other Projects (7 total)					
13+	Alameda Park HOA (H13A)	Wrought Iron Fence	\$1,752.20	\$1,752.19	x	\$1,752	
14	Buena Vista Ranchos HOA (H40)	New ramada	\$12,960.00	\$10,000.00			x
15	Cottonwoods HOA (H35)	Water project	\$19,011.00	\$10,000.00			x
16	Daley Park NA (N12)	Speed cushions		\$5,100.00	x	\$5,100	
17*	Galleria HOA (H34)	Monument signage	\$13,900.00	\$10,000.00			x
18	Juniper Village HOA (H33A)	Courtyard/pathway improvements	\$10,133.59	\$10,000.00			x
19	University Heights NA (N6)	National Register nomination		\$10,000.00	x	\$10,000	
		Grand Total	\$ 121,282.55	\$ 159,399.22		\$82,588	

Attachment C

MARYANNE CORDER NEIGHBORHOOD GRANT PROGRAM APPLICATION – 2010/2011

Background

Tempe's Maryanne Corder Neighborhood Grant Program was created as a means to invest in resident-initiated projects designed to enhance the quality of life in our neighborhoods. Applications are solicited on an annual basis. The program was renamed the Maryanne Corder Neighborhood Grant Program by the City Council in November 2004 in honor of the City's first Neighborhood Program Director.

Funding

Two hundred fifty thousand dollars (\$250,000) of the City's Five Year Capital Improvement Program (CIP) budget has been allocated for grant proposals of a communitywide benefit. The monies will be distributed evenly over a 3-year period with a maximum grant amount of \$10,000.

Eligible Applicants

1. Neighborhood Associations in Tempe registered with the Neighborhood Services Division
2. Homeowners' Associations in Tempe registered with the Neighborhood Services Division
3. Apartment communities that are fully certified in the City's Crime Free Multi-housing Program

Applicants are welcome to coordinate efforts and submit a joint application that combines resources for mutually beneficial projects of community benefit. For example, any combination of neighborhood and homeowners' associations and crime free multi-housing communities can partner together on improvements that benefit all members of the community, such as a traffic calming or park project.

Eligible & Ineligible Projects

To be eligible for funding, a project must be a capital improvement project that **benefits the entire neighborhood** rather than just a few residents. Projects must be a one-time expenditure and be completed within one year from the date of the City Council's approval.

Previous grant projects include, but are not limited to: energy conservation, security lighting, traffic calming, landscape and beautification, park improvements, signage and art projects. A complete list of previously funded projects is available at <http://www.tempe.gov/neighborhoods/grantallocations.htm> or by contacting the Neighborhood Services Division.

Grant projects do NOT include ordinary City services such as maintenance of parks, public street lighting and public streets. The funding provides for capital projects ONLY and NOT FOR MAINTENANCE OR OPERATION costs these projects may impose. Projects that would fix a self-imposed code violation are also ineligible.

Homeowners' association requests may not be for maintenance projects covered in the associations annual budgets such as entry gates, roofing repair, common ground and pool maintenance, painting, road repair (for private streets) etc. -- these would NOT be funded.

Apartment community requests should be for enhancements only, NOT for regular maintenance projects or for those required by law (i.e. pool fences).

Community Involvement

A critical component of any grant project is the community involvement and benefit. All residents of the community must be notified of the opportunity to apply for a grant and provided a chance to propose and comment on projects. Applicants should carefully plan out and document how the community is going to be involved in the selection of a project as well as the execution. Grant projects can provide an opportunity for hands on involvement from residents, such as planting trees or creating elements of an art project.

Guidelines:

The City's Neighborhood Service Team (NST) allocates the \$10,000 grants referencing the following guidelines:

1. Meets City requirements for development review, building permits, engineering permits, city code etc.
2. Improves health and safety of residents
3. Benefits a significant number of residents and the City at large
4. Addresses a known neighborhood deficiency
5. Complements other neighborhood investments (private or City)
6. Promotes water and energy conservation
7. Enhances the aesthetics of the neighborhood
8. Accessible to all members of the community
9. Implements General Plan 2030

*Please note that a preference may be given to those associations that have not previously received funds.

Contents

One application must be submitted **per project**. Materials will not be returned.

The application must be typed on 8 1/2 x 11 paper compiled and submitted in the following order:

- Application form (limit to four pages provided) including details of staff contact if required
- Bids for project work (minimum of two, including appropriate permit fees)
- Proof of notification (i.e. sample of newsletters or postcards sent out)
- Drawings and/or pictures describing the project - color is preferred
- Any other background information (lighting projects must include lighting plans, light fixture schedules, light fixture cut sheets and proposed source of electrical feed) (landscape projects must include landscape plans, details and proposed plant list) (wall, fence or gate projects require elevations, details and site plans)

Procedure for application:

Each neighborhood/homeowners' association wishing to apply for funding should send the application form to the Neighborhood Services Division by Monday, August 16, 2010 at 5:00 p.m.

Late or incomplete applications will not be reviewed. City staff (22 representatives from 10 City departments and/or offices) will review the applications and make recommendations for funding to the City Council. The City Council will review the recommendations during an Issue Review Session and formally vote on the funding amounts at a formal City Council meeting, which will likely take place October 7, 2010. Grant applicants will be notified of funding decisions in writing.

2010-2011 MARYANNE CORDER NEIGHBORHOOD GRANT PROGRAM APPLICATION

\$10,000 maximum amount per association
available online at <http://www.tempe.gov/neighborhoods/grants.htm>

Application deadline: Monday, August 16, 2010, 5:00 p.m.

APPLICANT INFORMATION

Name of association: _____

Number of households: _____ Zip code area: _____

Project site major crossroads: _____

Name of contact person: _____
(Grant coordinator who can answer questions prior to proposal review and receives all correspondence related to the project)

Phone: _____ E-mail address: _____

Address: _____
 Number Street

 City State Zip

Name of authorizing official: _____
(Person with legal authority to accept and expend funds for the organization)

Phone: _____ E-mail address: _____

AMOUNT REQUESTED

City Funds Requested: _____ Dollars per household _____
(funds requested divided by # of households)

Match from Association: _____ Total project cost: _____
(Must be at least ½ of total project cost for HOA's/apts.) (amount should equal one of the included bids)

PROJECT NARRATIVE

In the space provided below, please describe specifically how the City of Tempe's funds will be used:

STAFF CONTACT

(only if applicable - staff must be contacted prior to starting the application)

Please circle name of staff member(s) contacted

Landscape/walls - Decima Sever
480-350-8920
decima_sever@tempe.gov

Public art - Maja Aurora
480-350-5160
maja_aurora@tempe.gov

City Right of Way - Wendy Springborn
480-350-8250
wendy_springborn@tempe.gov

Security lighting/Access control - Steve Abrahamson
480-350-8359
steve_abrahamson@tempe.gov

Parks/playgrounds - Bob Pohlit
480-350-5255
bob_pohlit@tempe.gov

Signage - Dean Miller
480-350-8435
dean_miller@tempe.gov

Name: _____ Date of contact: _____
(Resident who contacted staff)

SIGNATURE

By signing below, I certify this proposal meets all minimum requirements. I also understand that funding for proposals is not guaranteed.

Authorizing Official's Signature: _____ Date: _____

1. How will this project enhance the quality of life in your neighborhood and/or serve a community need?
2. How will this project provide a benefit to our larger community?
3. Describe how members of the community have been directly involved in the development of the project.
4. Grant funds can only be used for the capital improvement project. Please describe specifically how the association intends to maintain the project if funded.
5. Does the project provide an environmental benefit? If so, please explain.
6. If your association has previously received grant funds, please describe how they have impacted your neighborhood.